

African and Middle Eastern Division Reading Room

Registration of Researchers Using Rare Books and Manuscripts

Date:	Researcher's Library of Congress Registration Number:		
Section(s) Consulted (Please Circle)	African	Hebraic	Near East
Name:	Last	First	Middle
Home Address:		Local Address:	
Telephone Numbers:	Home:		Work:
Name and City of Affiliated Institution			

By signing this form, you agree to:

- Deposit all property not essential to work at the lockers maintained in the Jefferson Building.
- Bring in only pencil, paper, and, if needed, a laptop computer. All pens will be left in the specified lockers.
- Show your Library of Congress Identification card each time you enter the reading room and sign and signify the time of each entrance into and exit from the reading room.
- Handle the material only at the assigned desk and return it to a staff member at the Information Desk whenever leaving the room, and remain in the reading room until a staff member has checked all returned items.
- Observe any special handling conditions indicated by the reading room staff/or the specialist with whom you are consulting.
- Make no marks on materials, write notes on top of materials, rest no books or other objects on the face of items used, and handle loose sheets or bound pages by their edges, avoiding insofar as possible touching the surfaces with your hands.
- Neither photocopy nor photograph any rare materials unless permission is granted.
- Acknowledge that the library neither grants nor denies permission to publish or quote from material in its collections. (Consult with reading room staff about questions dealing with copyright.)
- Submit for inspection any research or personal item before moving it from the reading room.
- Follow all regulations as outlined on the extended set of African and Middle Eastern Reading Room policies for the use of rare materials as given to you today.

Signature (Reader)

Signature (Specialist)